

FIG. 3A

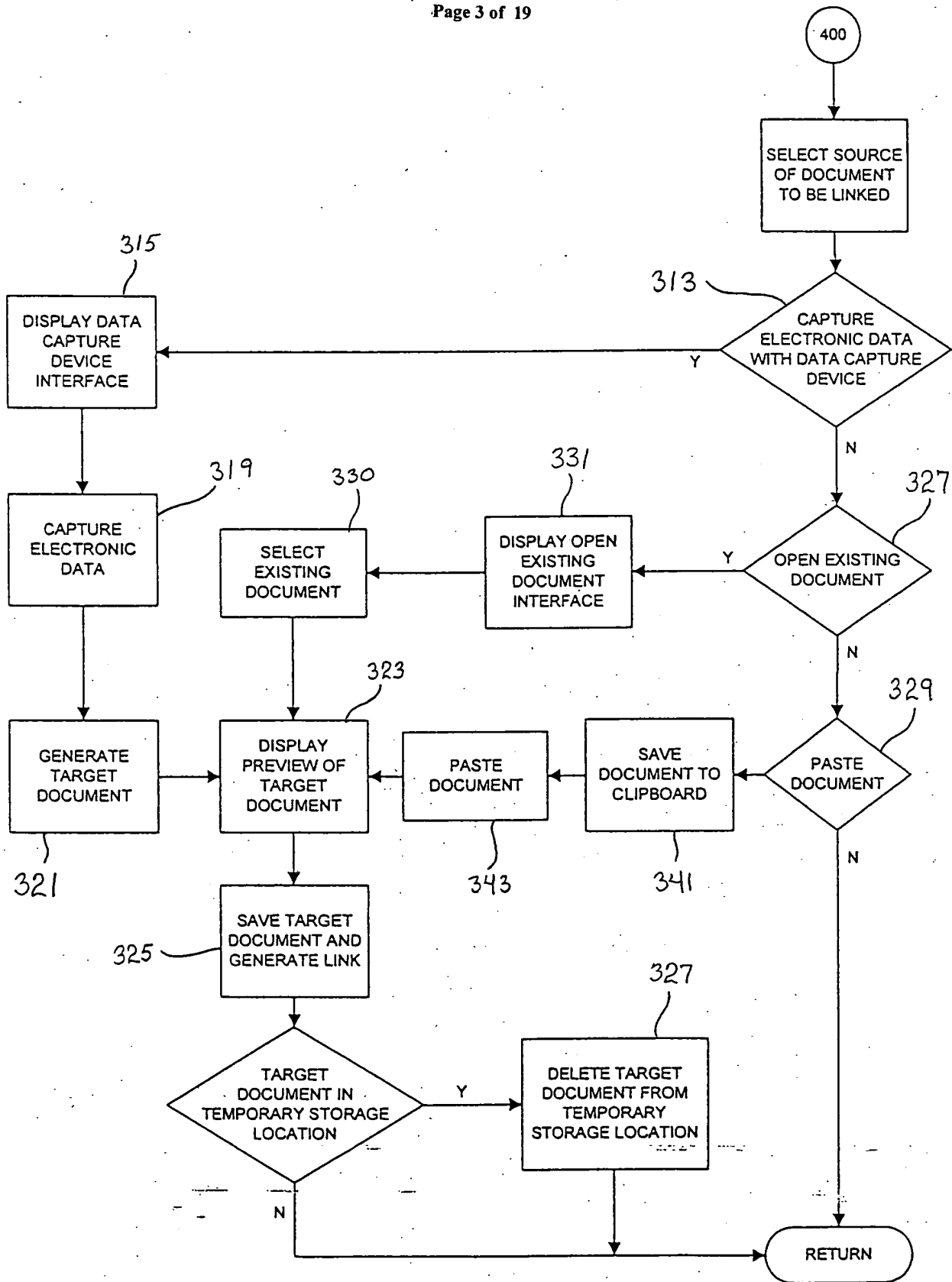


FIG. 3B

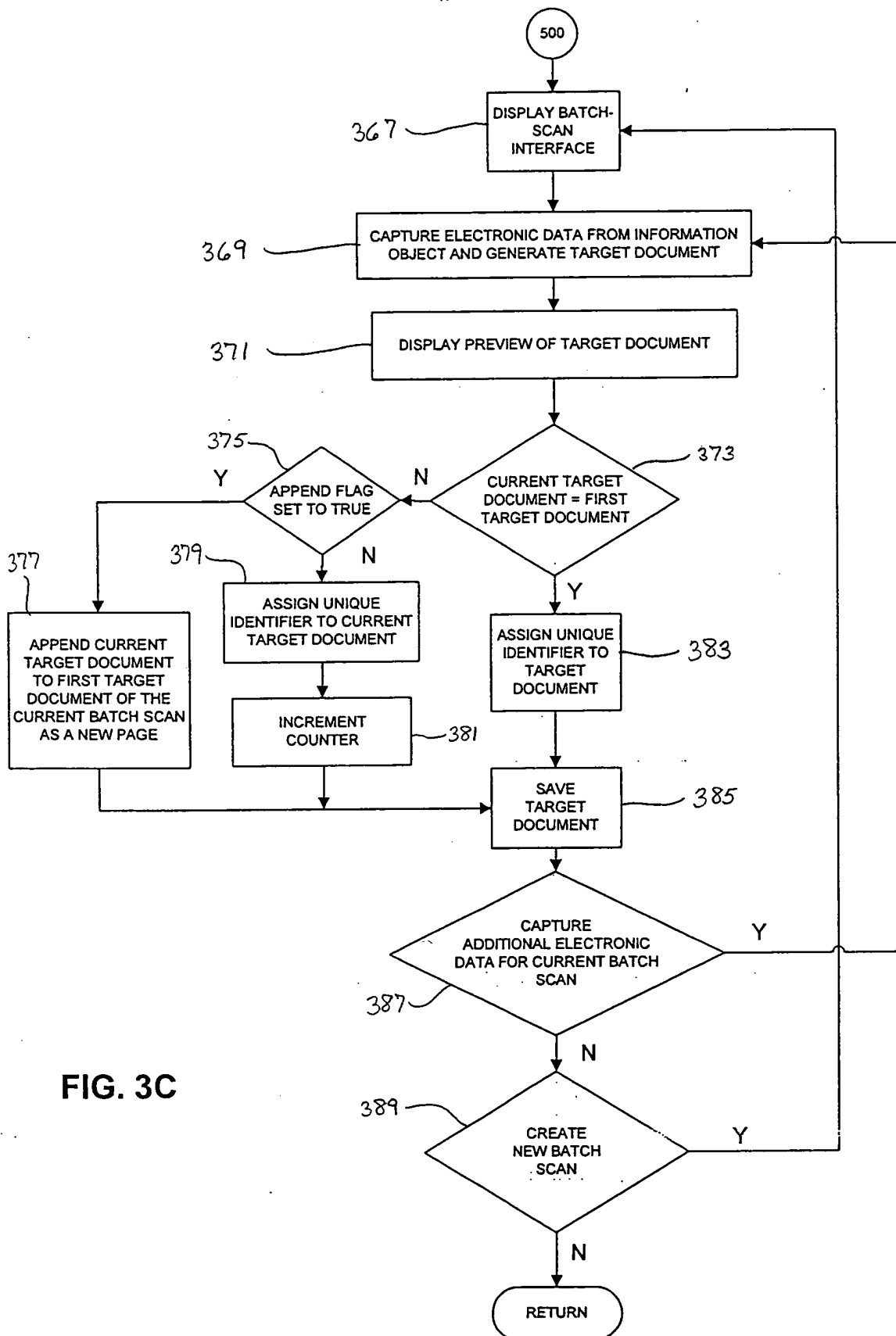


FIG. 3C

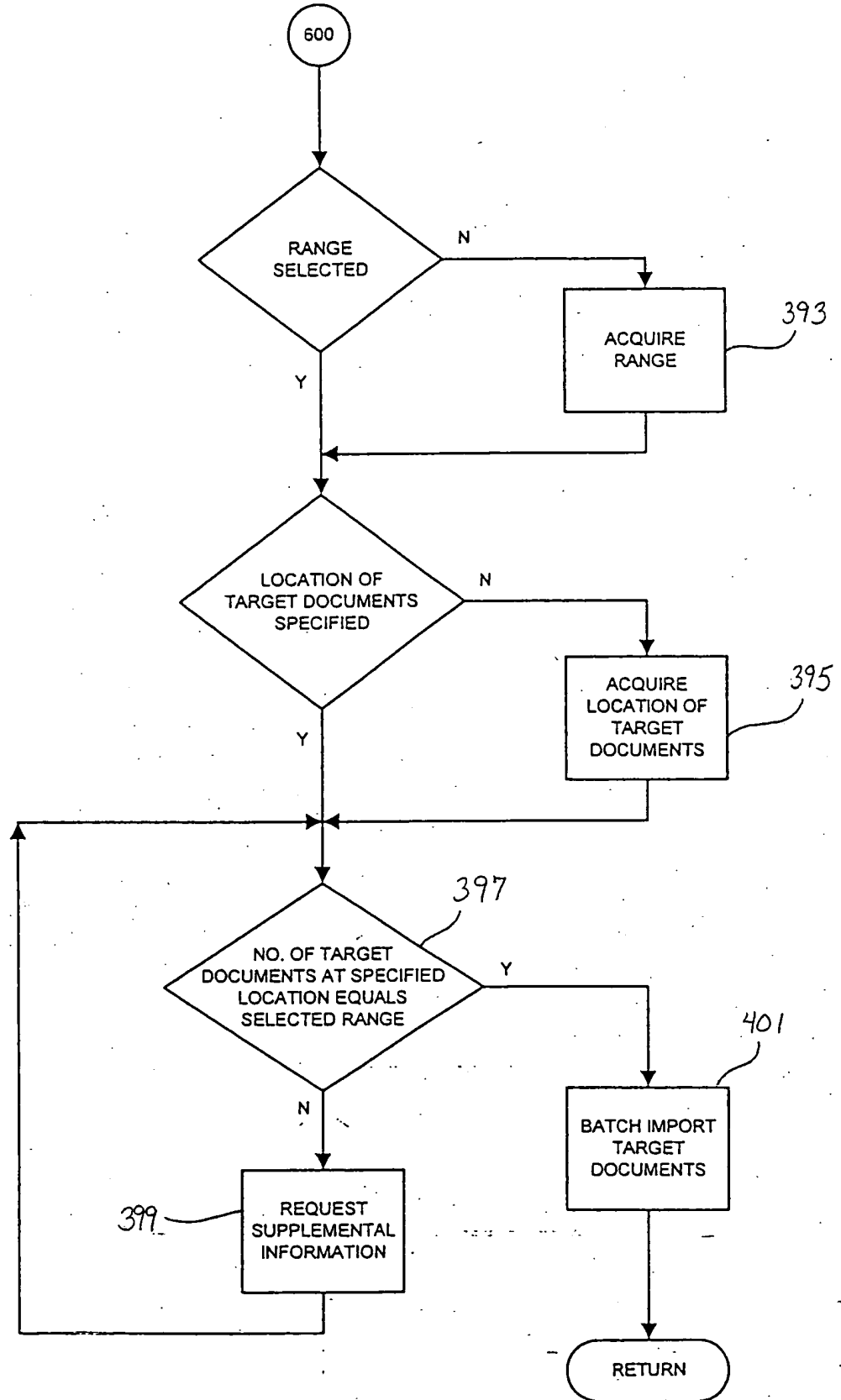


FIG. 3D

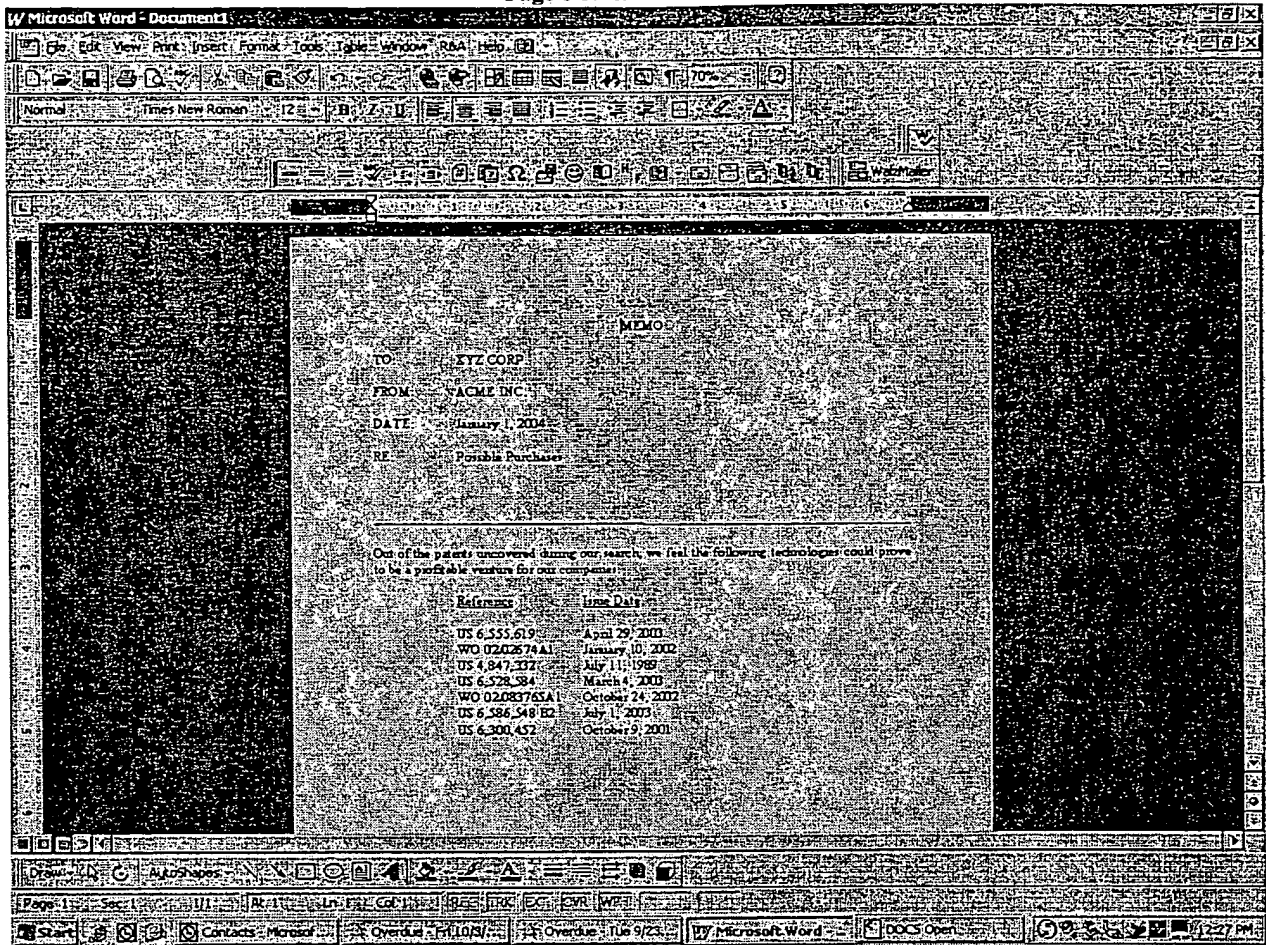


FIG. 4

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	A/P Vendor Name	General Ledger Code	Invoice Date (M/D/Y)	Invoice Number	Sales Tax Amount in Dollars	Total Invoice Am
2	ABC Corp	Computing Services	4/5/2001	1254	1,096.14	
3	ABC Corp	Computing Services	5/28/2001	1265	1,366.31	
4	ABC Corp	Workplace Services	1/7/2001	34221	693.36	
5	ABC Corp	Workplace Services	11/23/2002	56732	101.77	
6	Acme Corp	Workplace Services	12/14/2002	56777	1,720.73	
7	Acme Corp	Workplace Services	2/7/2003	56802	299.72	
8	Acme Corp	Help Desk Operations	3/25/2001	121145	7,310.07	
9	XYZ Corp	Help Desk Operations	8/15/2002	24439	769.37	
10	XYZ Corp	Help Desk Operations	4/19/2002	8781	140.89	
11	XYZ Corp	Help Desk Operations	3/1/2001	4559	178.70	
12	XYZ Corp	Help Desk Operations	10/11/2002	11207	2,790.62	
13	XYZ Corp	Computing Services	9/9/2001	100344	57.22	
14	XYZ Corp	Computing Services	9/28/2001	100390	118.34	
15	XYZ Corp	Computing Services	11/13/2001	100556	127.98	
16	Acme Corp	Computing Services	12/28/2001	100720	77.41	
17	Acme Corp	Computing Services	3/25/2002	101202	77.41	
18	Acme Corp	Computing Services	4/18/2002	101290	77.41	
19	Acme Corp	Computing Services	1/2/2003	3447	1,539.81	
20	Acme Corp	Computing Services	7/21/2002	2300	6,659.57	
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FIG. 5

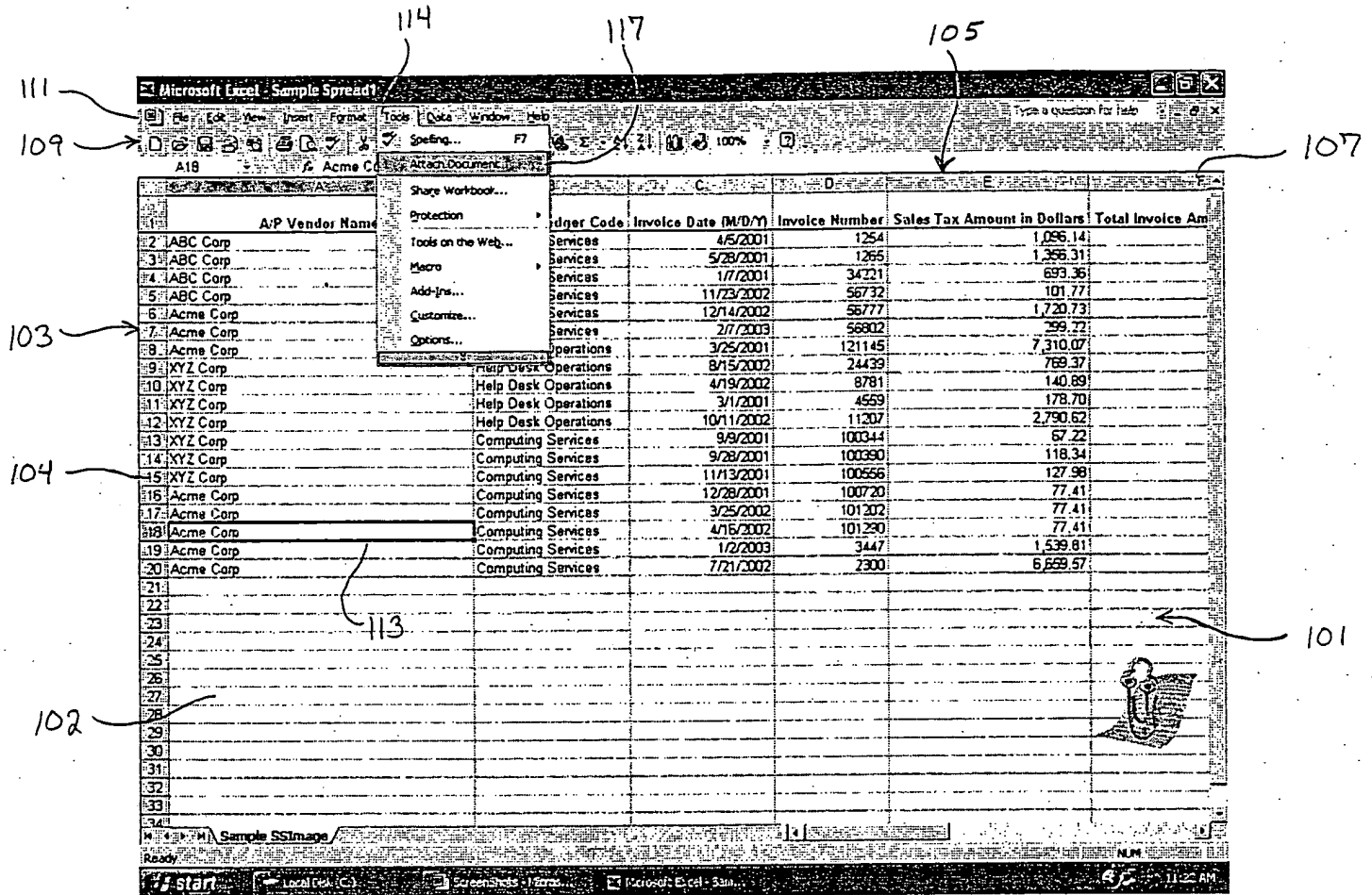


FIG. 6

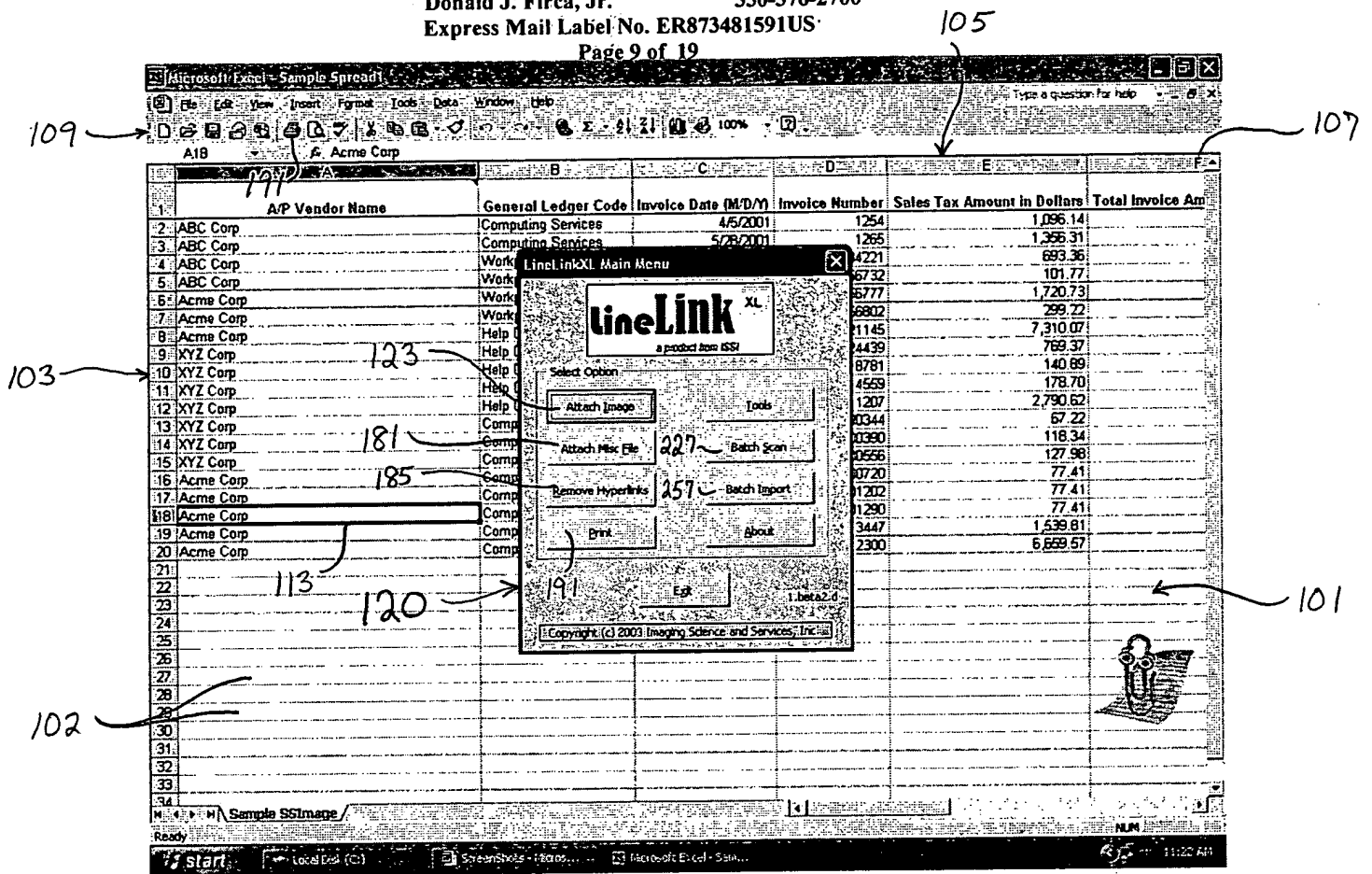


FIG. 7

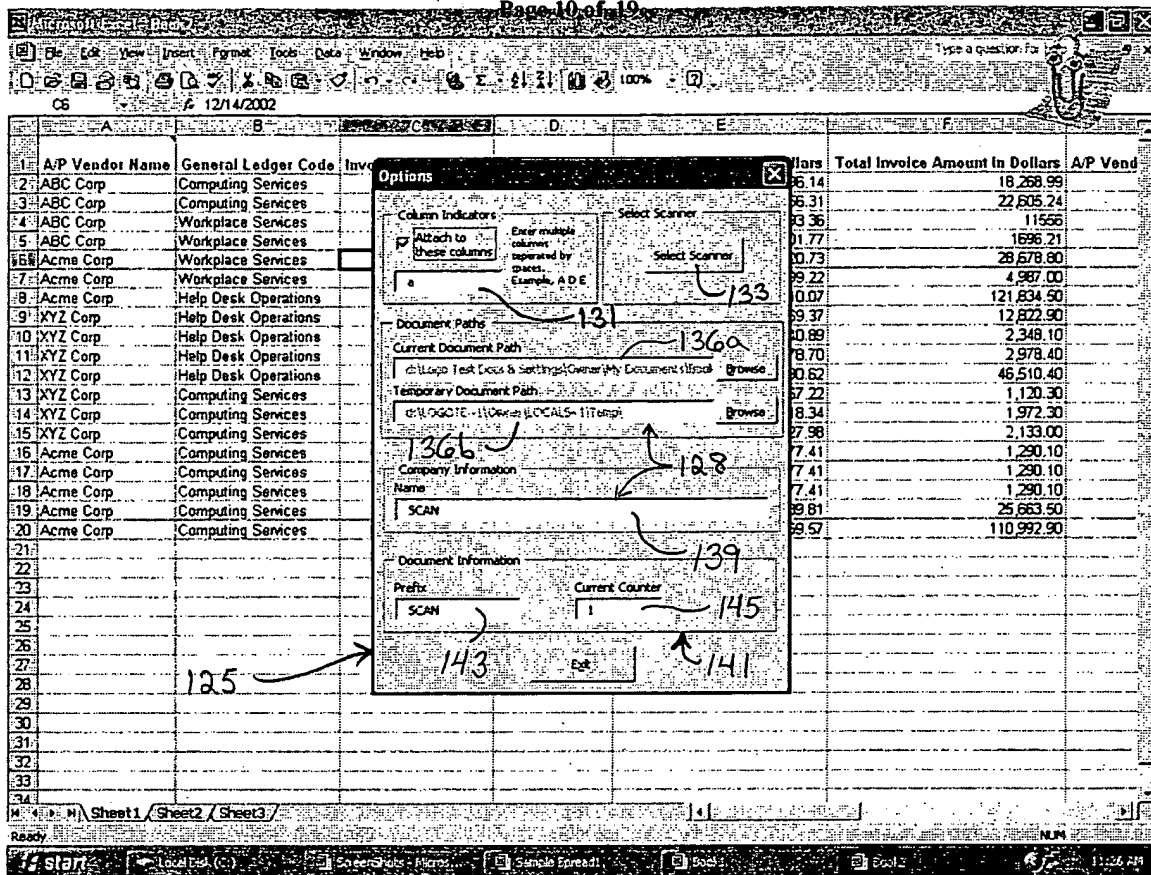


FIG. 8

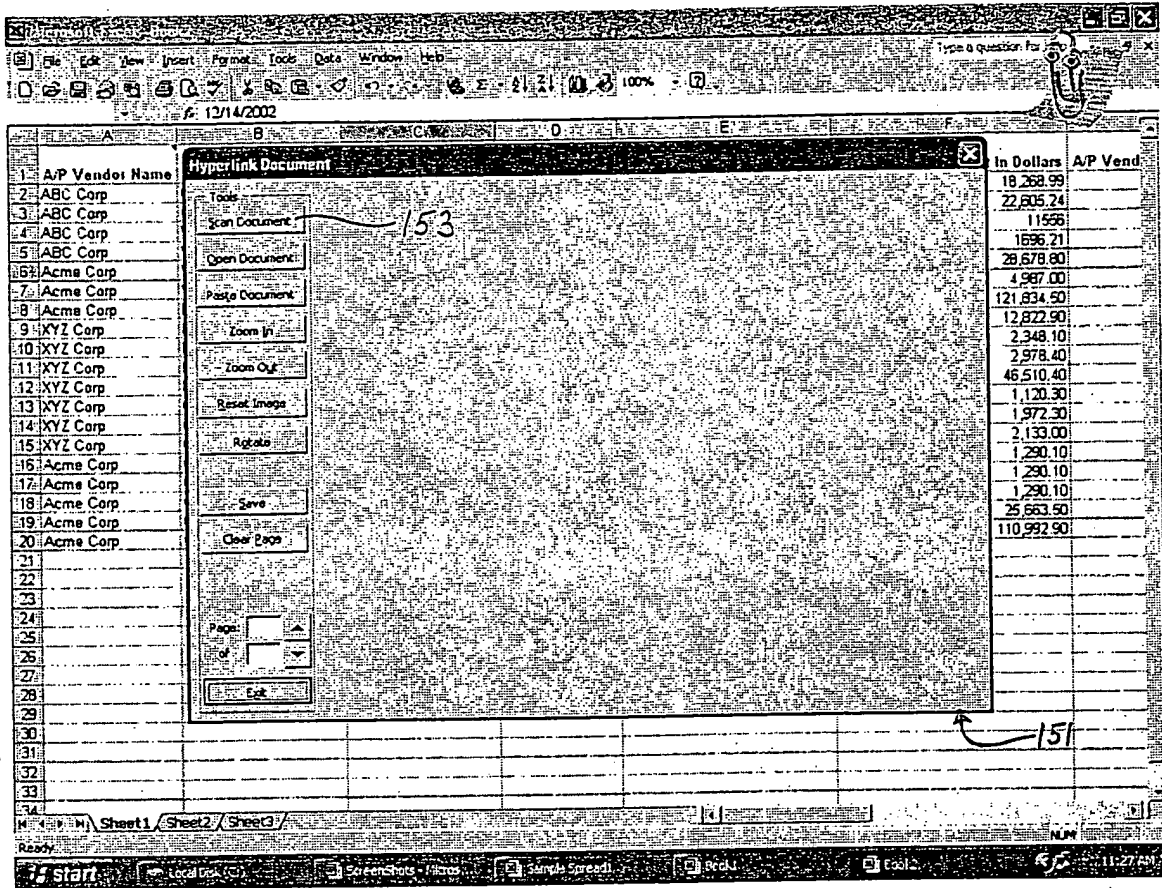


FIG. 9

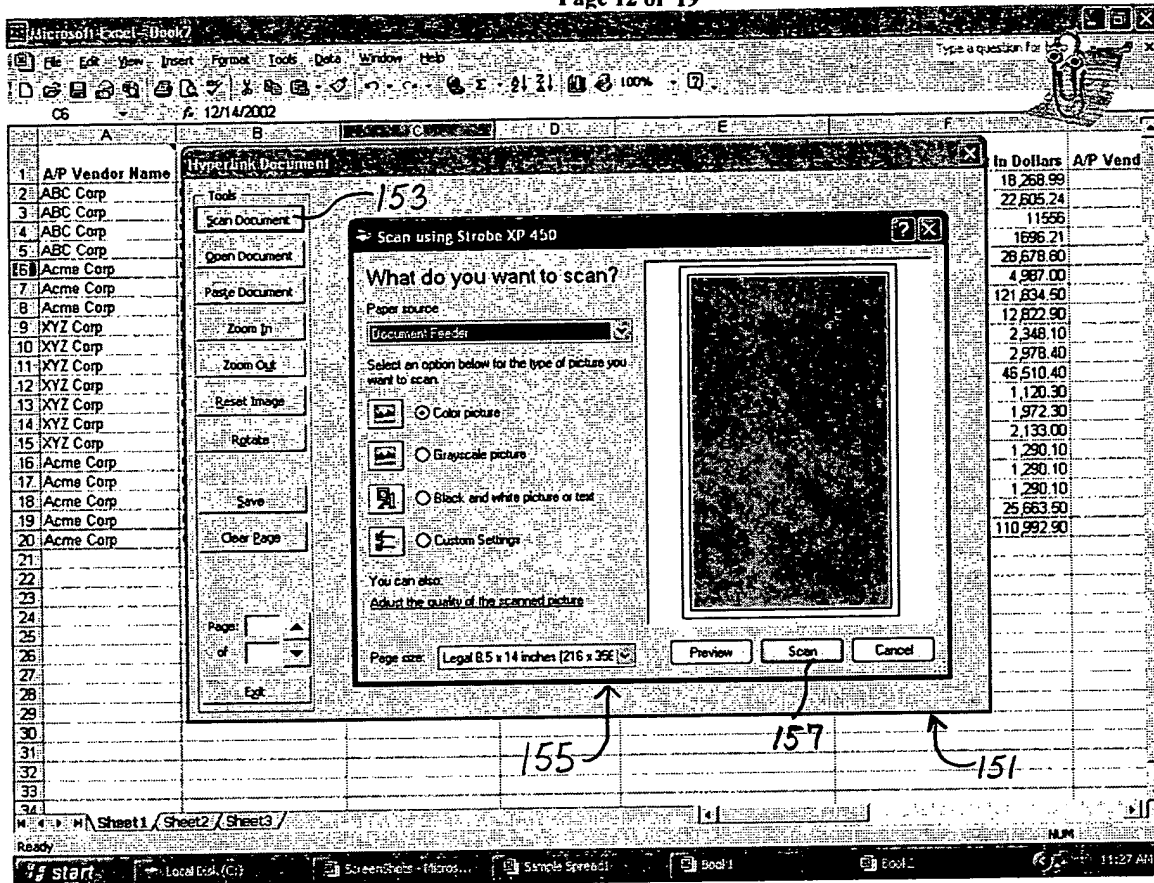


FIG. 10

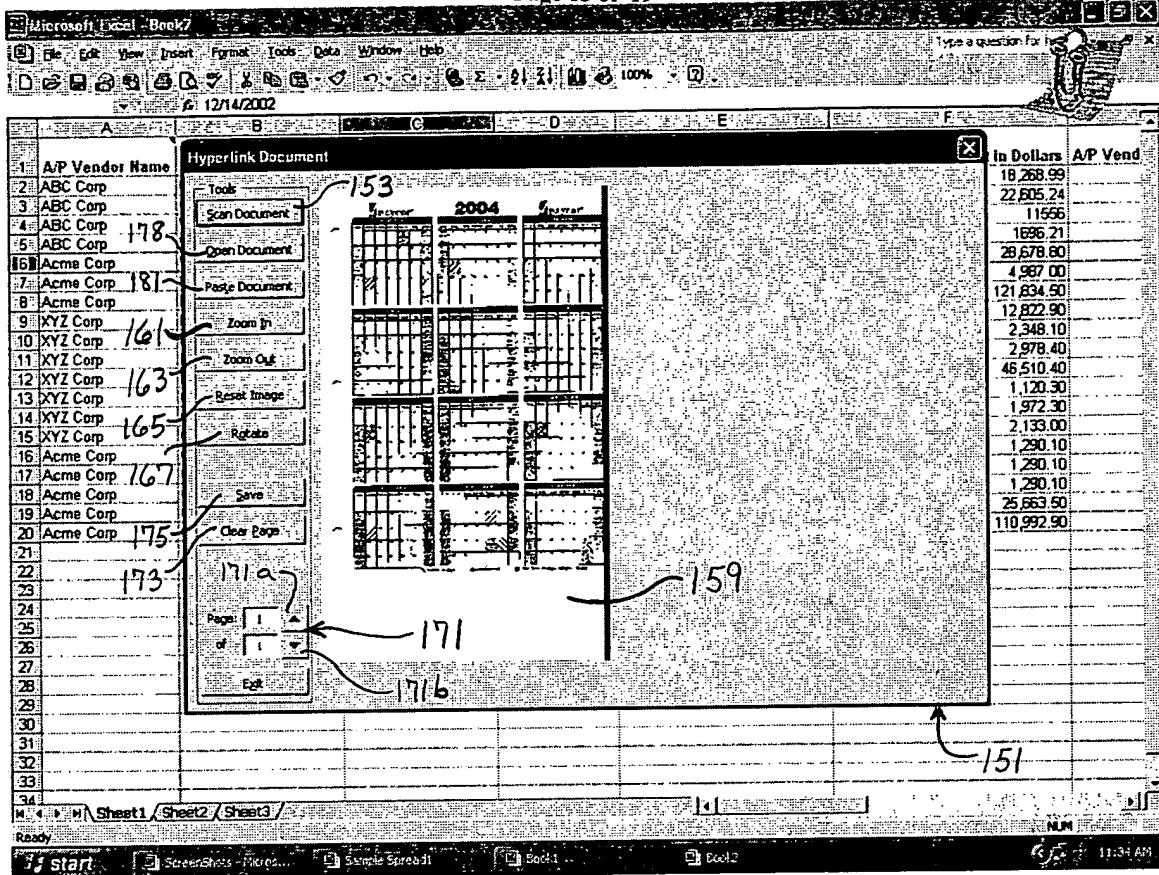


FIG. 11

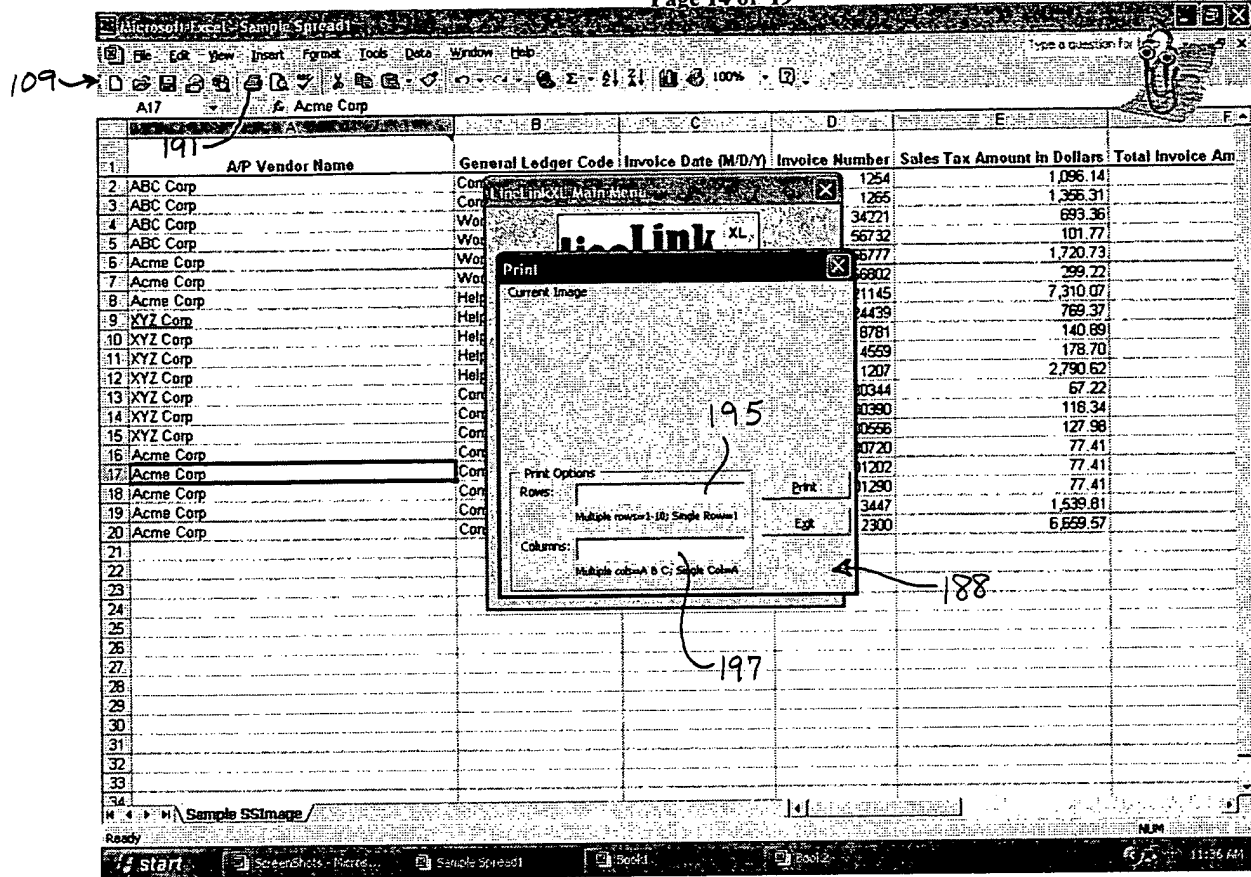


FIG. 12

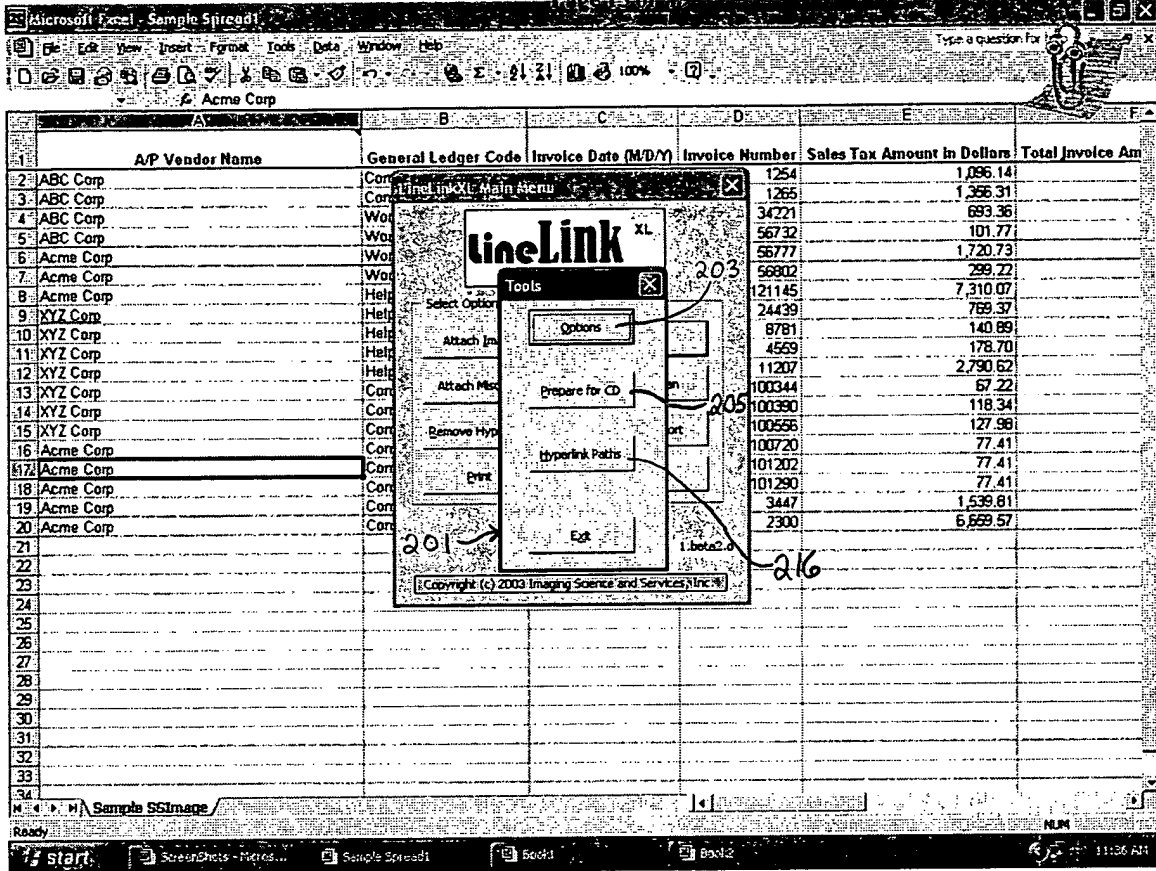


FIG. 13

Microsoft Excel - Sample Spread1 Page 16 of 19

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Acme Corp

	A/P Vendor Name	General Ledger Code	Invoice Date (M/D/Y)	Invoice Number	Sales Tax Amount in Dollars	Total Invoice Am
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2	ABC Corp	Cor		1254	1,096.14	
3	ABC Corp	Cor		1265	1,356.31	
4	ABC Corp	Wor		34221	693.36	
5	ABC Corp	Wor		56732	101.77	
6	Acme Corp	Wor		56777	1,720.73	
7	Acme Corp	Wor		56802	299.22	
8	Acme Corp	Help		11145	7,310.07	
9	XYZ Corp	Help		4439	769.37	
10	XYZ Corp	Help		8781	140.89	
11	XYZ Corp	Help		4559	178.70	
12	XYZ Corp	Help		1207	2,790.62	
13	XYZ Corp	Cor		10344	67.22	
14	XYZ Corp	Cor		10390	118.34	
15	XYZ Corp	Cor		10556	127.98	
16	Acme Corp	Cor		10720	77.41	
17	Acme Corp	Cor		11202	77.41	
18	Acme Corp	Cor		11290	77.41	
19	Acme Corp	Cor		3447	1,539.81	
20	Acme Corp	Cor		2300	6,669.57	
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Sample SSImage

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Instructions
This option will organize the current spreadsheet, and all hyperlinked images and miscellaneous files, under one main folder so that you can copy this folder directly to a CD for distribution or archival purposes.

Select Top Level folder to begin CD preparation:

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FIG. 14

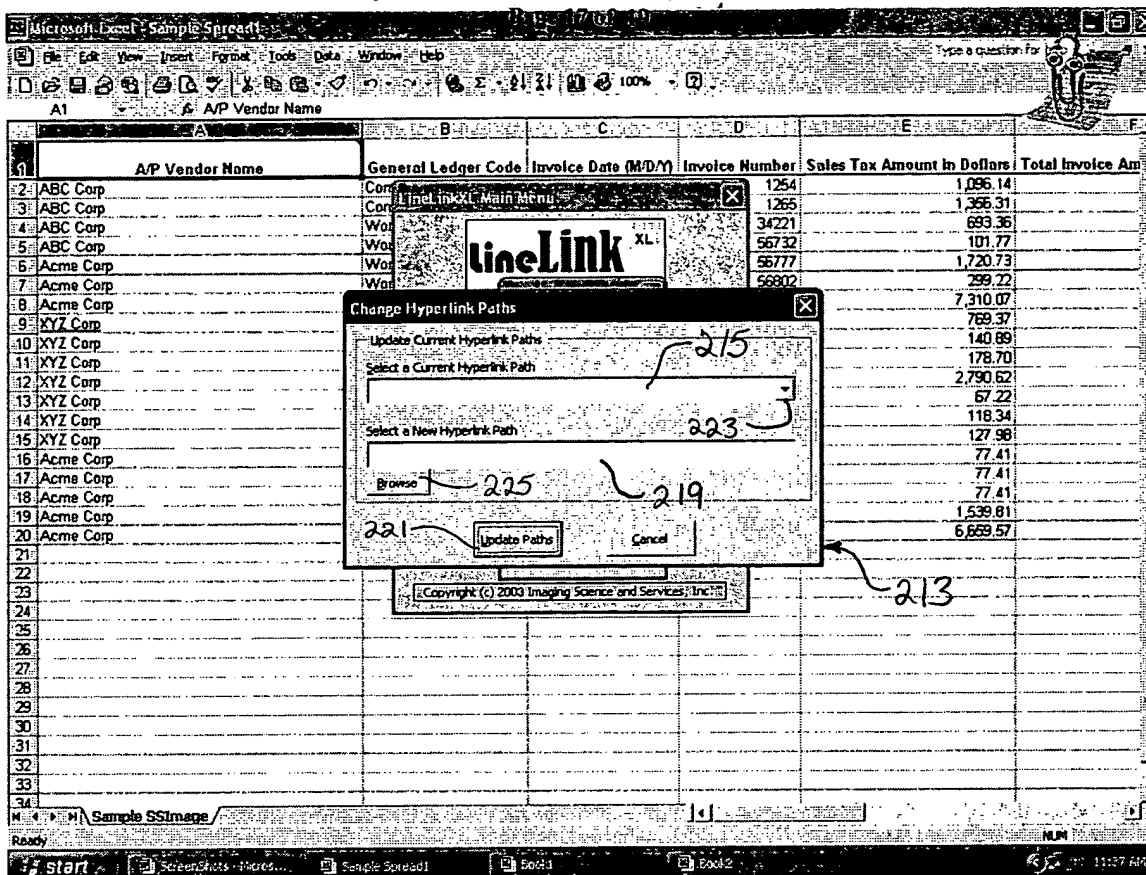


FIG. 15

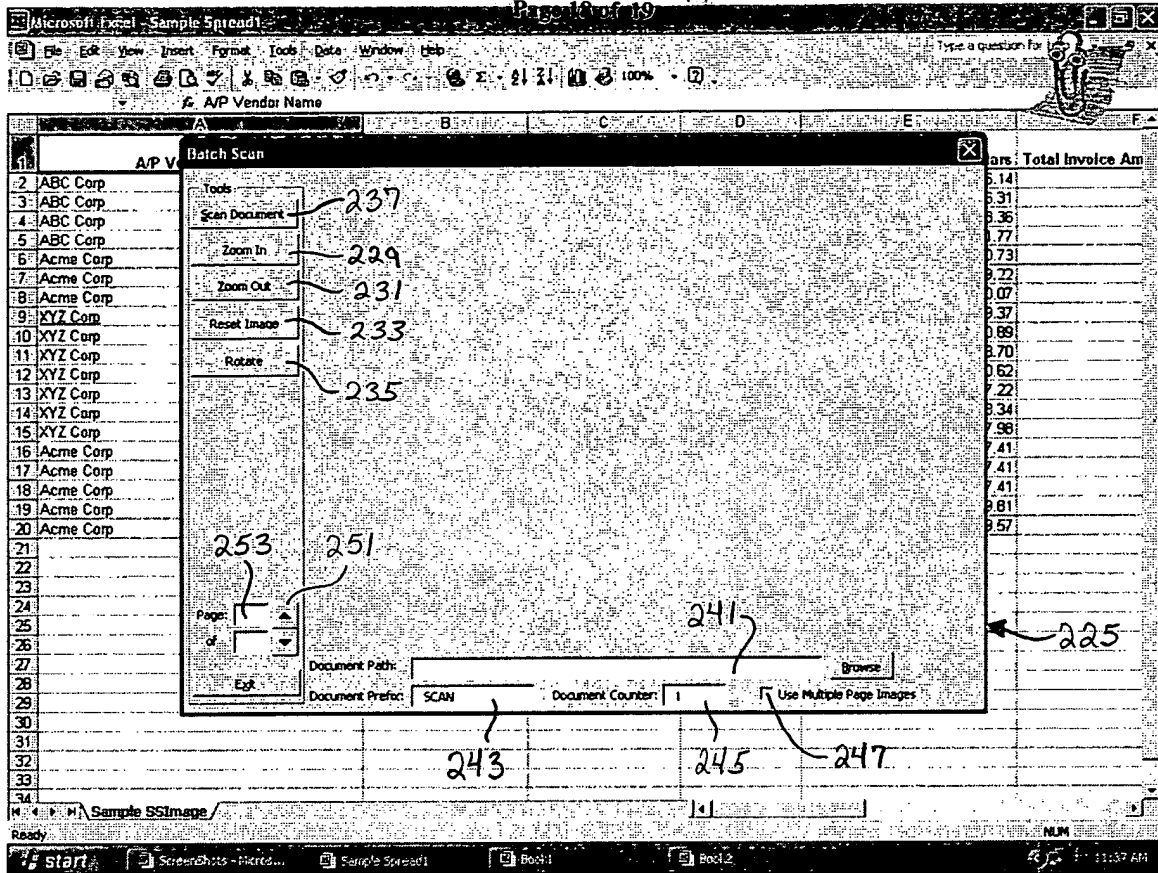


FIG. 16

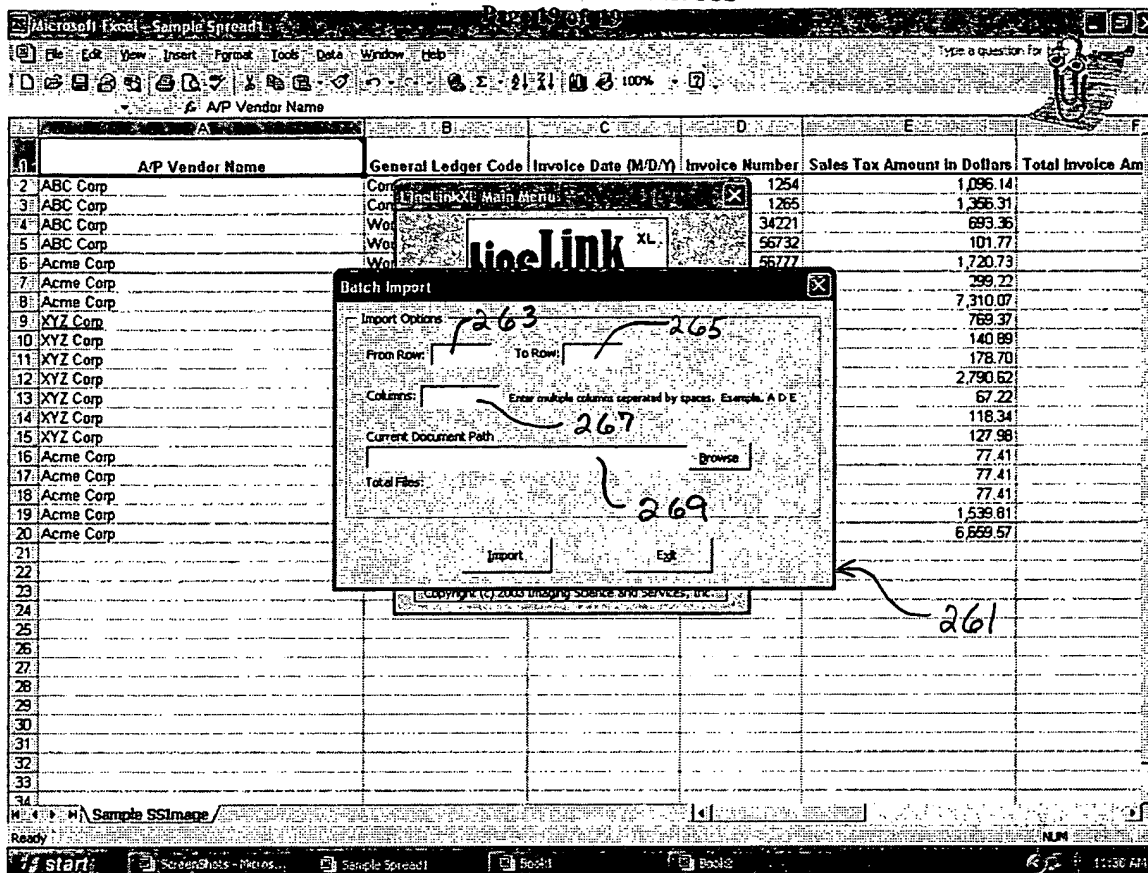


FIG. 17